

**BY ORDER OF THE COMMANDER,
18TH WING (PACAF)**

5TH AIR FORCE INSTRUCTION 36-102



**18 WING
Supplement 1
21 APRIL 1995**

Personnel

**PERSONNEL ADMINISTRATION OF MASTER
LABOR CONTRACT (MLC) AND INDIRECT
HIRE AGREEMENT (IHA) EMPLOYEES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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A (|) indicates revisions from the previous edition.

5 AFI 36-102, Chapter 10, 1 November 1994, is supplemented as follows:

10.2.1.1. Review each work situation and eliminate or reduce the hazardous working conditions to the lowest possible level by use of protective devices and other appropriate measures.

10.2.1.7. (Added) Forward lists of Special Work Allowance payments made during each calendar quarter to the Civilian Personnel Flight (CPF) not later than 10 calendar days following the end of the quarter. Data will indicate the types of allowance (overhead work, excavation work, etc.) and the number of hours paid for each special work allowance.

10.2.2.4. (Added) Review quarterly reports of Special Work Allowance payments received from organizations for any significant increase in payment of the allowance from the previous reporting period. Assure such increase was reasonable and not the result of unwarranted payments.

10.2.2.5. (Added) Coordinate with the Labor Management Office on matters of Special Work Allowance as required by the Master Labor Contract.

10.2.2.6. (Added) Publish information including cost trends to management officials as required.

10.2.3. (Added) The Base Safety Office and Bioenvironmental Engineering Services will review requests for Special Work Allowance payment received from the CPF, and provide technical advice and assistance to the CPF for use in approval or disapproval of the payment request (this includes review of situations currently authorized payment of Special Work Allowance which have been identified as war-

ranting a review for possible termination), and will provide assistance to supervisors in eliminating hazardous working conditions.

WILLIAM T. HOBBS, Brigadier General, USAF
Commander, 18th Wing